



## Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1826AB03**

Company Name :	Value Partners Limited					
Website Address :	<a href="https://www.valuepartners-group.com/en/">https://www.valuepartners-group.com/en/</a>					
Position Title :	Intern - Legal				Job Cat	AB
Number of Positions :	1	Internship Duration:		4Weeks		
Main Duties : 1. Participate in legal matters as directed by the Legal Team from time to time 2. Work with team members in legal research and projects as assigned 3. Assist in reviewing simple legal documents and to manage filing system						
Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i> 1. Pursuing a law degree 2. Good command of spoken and written English, Cantonese and Mandarin 3. Good team player, responsible, attentive to details and self-initiative 4. Good communication, listening, interpersonal skills 5. Able to work independently; willing to learn 6. Familiar with Microsoft Office and Chinese word processing						
Working Location :	Central					
Working Hours :	Mon to Fri	09:00	to	18:00	Meal Break	12:15 –13:30
	Sat		to		Meal Break	
Other Supplementary Information <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i>						